

Program Registration & Fees:

Applicants are accepted on a "first come - first served" basis. Registration forms, along with payment, should be received before the workshop registration deadline (typically 5 business days before the start of the class). Due to the popularity of the programs, no "walk-in" registrations can be accepted.

Fees are based on the length of the program and the complexity of the topic area covered. Fees must be submitted in the form of check or money order made payable to the Department of Environmental Quality prior to the start of the program. **No purchase orders or credit cards can be accepted.** State Agencies should contact the Department's Finance Office (804 698-4162) for IAT procedures. The registration fee does not include break refreshments or lunch.

Only complete applications (registration form & payment) submitted to the Department's Office of Finance at the address shown on the form will be considered.

Registration Acceptance:

Once your registration has been received and accepted you will receive notification along with an information package containing travel directions and other pertinent information.

Withdrawal, Substitution & Refund Policy:

Registrants who must withdraw from the workshop should notify the Department by phone, mail or email as soon as possible. Substitutions are permitted anytime prior to the start of class.

Registrants who withdraw from the program at least 5 business days prior to the start of the program will receive a full refund. Withdrawals made after this time will not be eligible for a refund.

Cancellation:

The Department reserves the right to cancel any program when there are insufficient registrations. People who register will be notified of the cancellation and receive a refund of the registration fee.

Program Content:

Current programs have been selected based on identified needs and location availability. These programs and others are offered periodically, at different locations, throughout the year. If you would like to receive notification, by email, when these programs are available visit www.deq.virginia.gov/lists and sign up under wastewater operations and training.

Complete descriptions of all training programs are available at www.deq.virginia.gov/tptp/optraining.

Program Approval:

Unless otherwise noted, these courses have been approved by the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals. Approved programs can, when applicable, be used as substitution for required operational experience.

Continuing Professional Education (CPE):

Where appropriate, these workshops can be used for continuing professional education (CPE) requirements as defined by the Board. Registrants will typically receive up to 6.5 contact hours for each full day of completed training and 3.25 contact hours for each ½ day of completed training.

A full day is defined as 8:30 am – 4:30 pm minus 1 hour for lunch and two 15 minute breaks. A ½ day is defined as 8:30am – 12 noon (or 1:00pm – 4:30pm) minus one 15 minute break.

Additional Information:

For additional information, visit www.deq.virginia.gov/tptp or contact the Operator Training Program staff:

Wayne Staples (804) 698 – 4106
wayne.staples@deq.virginia.gov

Jason Spicer (804) 698 – 4143
jason.spicer@deq.virginia.gov



Wastewater Operator Training Programs



Winter/Spring 2010

Operator Training Program
Water Division
Department of Environmental Quality
P.O. Box 1105
Richmond, Virginia 23218
Fax (804) 698 - 4032

DEQ, Operator Training Program

Workshop Registration Form

Winter - Spring 2010

Please select (T) the workshop you are registering for and complete the bottom portion of the form: (If more than one person from your facility is planning to attend, please use a separate form for each person registering).

T	Course #	Title	Location	Dates	Fee	Contact Hours
	DEQ 3	Wastewater Sampling and Testing: DO/BOD	DEQ, Piedmont Regional Office, Glen Allen, VA	March 3 - 4	\$100	13
	DEQ 20	Wastewater Math for Operators <i>New!</i>	DEQ, Piedmont Regional Office, Glen Allen, VA	March 16 – 18	\$150	16.25
	DEQ11	Wastewater Sampling and Testing: Phosphorus <i>New!</i>	DEQ, Piedmont Regional Office, Glen Allen, VA	March 24 – 25	\$100	13
	DEQ 18	Introduction to BNR (Biological Nutrient Removal)	Broad Run Water Reclamation Facility, Loudoun County, VA	April 6 – 7	\$100	13
	DEQ 13	Activated Sludge Process Control Part 1	Opequon Water Reclamation Facility, Winchester, VA	April 20 – 22	\$150	16.25
	DEQ 13	Activated Sludge Process Control, Part 1	Henrico County Water Reclamation Facility Varina, VA	April 27 – 29	\$150	16.25
	DEQ 11	Wastewater Sampling and Testing: Phosphorus <i>New!</i>	DEQ, Blue Ridge Regional Office, Roanoke, VA	May 4 – 5	\$100	13
	DEQ 20	Wastewater Math for Operators <i>New!</i>	DEQ, Tidewater Regional Office, VA Beach, VA	May 18 – 20	\$150	16.25
	DEQ 4	Wastewater Sampling and Testing: Ammonia/TKN	DEQ, Piedmont Regional Office, Glen Allen, VA	June 15 - 16	\$100	13

Registrant Information:

Name: _____

Mailing Address:

Street/PO Box: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) - ____ - _____ Daytime Fax: (____) - ____ - _____

Email: _____

Employer Information:

Employer: _____

Supervisor: _____

Daytime Phone: (____) - ____ - _____ Daytime Fax: (____) - ____ - _____

Email: _____

Mail registration form & payment to:

Office of Finance
Department of Environment Quality
PO Box 1104
Richmond, VA 23218

Total payment enclosed \$ _____